

**DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**  
33 State House Station, Augusta, Maine 04333-0033

**Inter-Departmental Memorandum**

October 1, 2005

**TO:** All Defense, Veterans and Emergency Management Employees

**FROM:** Major General John W. Libby, Commissioner and The Adjutant General

**SUBJECT:** DVEM Policy 05-01, Protecting Federal Employees and the Public from Exposure to Tobacco Products in Federal and State Buildings and Facilities

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1. This memorandum supersedes policy memorandum DVEM 04-1, dated February 19, 2004, subject *Smoking in Federal and State Buildings*. This memorandum supplements *Executive Order #13058*, dated August 9, 1997, issued by the President of the United States. Unless sooner rescinded or superseded, this policy will expire on October 1, 2007.

2. Tobacco products, including but not limited to, cigarettes, cigars, pipes, and spit tobaccos (smokeless, chewing, and dip) are known carcinogens and a major cause of cancers of the lungs, larynx, oral cavity and esophagus. The use of tobacco is detrimental to the health of those using it and those exposed to the by-products. Second hand smoke is classified as a Class A carcinogen, and the residue from spit tobaccos is unsanitary. Because of these known hazards and conditions, all employees are encouraged to stop using tobacco products. Smoking cessation programs are available through various resources such as the American Cancer Society, American Lung Association, The Maine Tobacco Help-line, Bureau of Health Department of Human Services, as well as most health insurance providers. There is also an on-line resource at [http://www.quitnet.com/qn\\_main.html](http://www.quitnet.com/qn_main.html) that is free for reserve component members.

3. In order to protect the health of all employees and public visitors from the detrimental affects of tobacco products, this policy prohibits smoking and the use of spit tobacco in the following locations:

- a. All federal buildings and entryways.
- b. All state buildings and entryways (except in approved designated smoking areas).
- c. All state and federal vehicles (including GSA).
- d. All hazardous areas, whether posted or not.
- e. Aircraft parking/servicing ramps and hangars.
- f. In, on, or around aircraft.

4. Interior designated tobacco use areas in state facilities:

- a. Will not be used for any other purpose (i.e., conference room, classroom, etc.).
- b. Must be requested in writing through the Human Resource Office, Director of Human Resources.

5. Designated areas exterior to federal and state facilities and aircraft parking and servicing areas must be a sufficient distance away to:

- a. Prevent personnel entering or working in the building or area from being subjected to tobacco smoke or residue.
- b. Prevent outside smoke from entering the building.
- c. Preferably removed from view of passing traffic.

Designated areas allowing the use of tobacco products **will be posted indicating such use is authorized.** Management and supervisory officials identified in paragraph 6 may elect to post non-tobacco use areas identified in paragraph 3 as such, although it is not required. Containers for disposal of used cigarettes, cigars, pipe/spit tobaccos, will be readily available in the designated areas. Designated areas will be kept clean by those who use them.

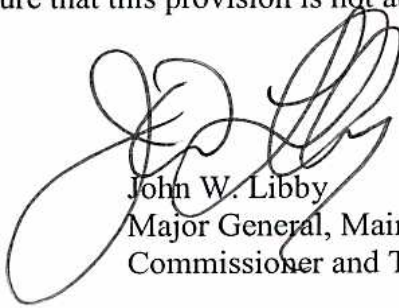
6. Bureau Directors, MSC Commanders, FMS Shop Chiefs, State Aviation Officer, Director of Facility Engineering, the ANG Chief of Staff, 101 ARW/CC, and SPANG Station Commander, are responsible for establishing, posting, and supervising the implementation of this policy and designating smoking areas in their respective facilities. Provisions for smoking area and shelters must be made locally between management and labor organization representatives, and should address such factors as need, cost, space, and facility management. Existing smoking areas identified in supplements 1 and 2, or new ones not currently established, must comply with the criteria listed in paragraph #5.

7. Supplements to this policy, containing specific smoking site locations, are required. Supplements must be submitted to the office of the Deputy Commissioner for sites at Camp Keyes; the 101ARW/CC for sites at Bangor ANG Base; and MEANG/ESSO for sites at SPANGS for final review.

8. Time allotted to smoke or use spit tobacco products will be allowed during normal break times. There are no additional breaks for the use of tobacco products. Fifteen minutes is allotted for the morning and afternoon breaks. These periods may be divided into smaller segments to allow for multiple breaks, but they must not exceed the total allotted amount of time. Supervisors must take action to ensure that this provision is not abused.

2 Enclosures

1. Designated Tobacco Use Areas  
Camp Keyes
2. Designated Tobacco Use Areas  
101ARW and SPANGS



John W. Libby  
Major General, Maine Army National Guard  
Commissioner and The Adjutant General



## Supplement #1

### Designated Tobacco Use Areas For Camp Keyes

DVEM Policy 05-01, dated October 1, 2005  
Protecting Federal Employees and the Public from Exposure to Tobacco Products in  
Federal and State Buildings and Facilities  
October 1, 2005

*The table list below identifies approved tobacco use areas for employees of all buildings and facilities located at Camp Keyes, Augusta. The office of the Deputy Commissioner must approve any deviation from, or changes to, this list (see paragraph 7).*

Building #	Approved Tobacco Use Area
7	Inside wooden shelter, located in Blaine Avenue lower side parking lot
34 & 39 USPFO	Inside wooden shelter, located in parking lot, back entrance, near DPI
8 DFE	Inside smoking room, off Carpenters Shop, and outside exterior door of smoking room
RTI Bldgs	Outside, west side of Webster Hall
37	Outside, at the following areas: <ul style="list-style-type: none"><li>o Door at main personnel entrance</li><li>o Right side of entrance to inspectors office</li><li>o Airport side of Connex</li><li>o Between wash bay and machine shop</li></ul>
12	
5	Outside, at loading dock Outside of 2nd O.H. door, facing rear parking lot

## Supplement #2

### Designated Tobacco Use Areas For 101ARW and SPANGS

**DVEM Policy 05-01, dated October 1, 2005**  
**Protecting Federal Employees and the Public from Exposure to Tobacco Products in**  
**Federal and State Buildings and Facilities**  
**October 1, 2005**

*The table list below identifies approved tobacco use areas for employees of all buildings and facilities located at Bangor Air National Guard Base, and South Portland Air National Guard Station. The 101ARW/CC or the MEANG/ESSO must approve any deviation from, or changes to this list (see paragraph 7).*

<b>Building # / Area</b>	<b>Approved Tobacco Use Areas</b>
496	In shelter located on the west side of building.
493	In wooden shelter on the south side of the building.
518	In wooden shelter on the southwest side of the building, northeast corner, and loading dock
Comm Flight	In wooden shelter on the southwest side of the building.
505	Outside west entrance.
497	Outside east entrance.
491	Outside south entrance.
Dining Facility	Outside west entrance.
NCO Club	In wooden shelter on the east side of the building.
SPANGS	Structure behind building P1 by the loading dock.
Whiskey Ramp	Adjacent to Gate #6.
Heavy Duty Ramp	On east side of ramp.
Light Duty Ramp	Grassy area behind parking spots LD-12 and LD-13